

NORTHAMPTON SCHOOL FOR GIRLS

Policies and Procedures

Title:	Provider Access Policy
Associated Policies:	<ul style="list-style-type: none">Careers PolicySafeguarding and Child Protection Policy
1	Policy Statement
	This policy statement sets out Northampton School for Girls arrangements for managing the access of providers to students for the purpose of sharing information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.
2	Who does this policy apply to?
3	Who is responsible for carrying out this policy?
	Management of provider access requests Procedure A provider wishing to request access should contact Megan Martin, Head of Careers. Address: Northampton School for Girls, Spinney Hill Road, NN3 6DG Telephone: 01604 679540 Email: mmartin@nsg.northants.sch.uk
4	What are the principles behind the policy?
	Student's entitlement All Students in years 7 - 13 are entitled: <ul style="list-style-type: none">to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme, which provides information on the full range of education and training options available at each transition point.to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.to understand how to make applications for the full range of academic and technical courses.

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5 Procedures (standards)			
	5.1 Opportunities for access A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:		
	Autumn Term	Spring Term	Summer Term
Year 7		Assemblies during National Careers Week on the value of transferable skills in the World of Work	Enterprise Days: applying learning to the world of work
Year 8		Assemblies during National Careers Week on Challenging Stereotypes in the World of Work	Enterprise Days
Year 9	Assembly opportunities on connecting subjects to careers.	A stand at our year 9 options evening, linking the world of work to academic choices. Assembly during National Careers Week on Routes Into Work.	Enterprise Days: Team building and leadership skills needed in the workplace
Year 10		Assemblies during National Careers Week on labour market Information	Enterprise Days: Enterprise skills needed as the world of work transforms locally and nationally
Year 11	Seminars on employability skills at our Post 16 Open evening Lunchtime lectures on employment law	Lunchtime workshops on future pathways or applying for jobs	
Year 12	Seminars on employability skills in enrichment sessions.	Tutor time with a Professional 20-minute seminars offering insight into working life. Assembly opportunities on future pathways.	Group sessions on work experience (application letters and interview skills); workshops on personal statements; lectures on LMI
Year 13	Workshops on HE applications	Assembly opportunities on future pathways.	
	<p>Please speak to our Head of Careers to identify the most suitable opportunity for you. The school will make the main hall, classrooms or private meeting rooms available for discussion between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This should be discussed and agreed in advance of the visit with the Head of Careers.</p> <p>Providers are welcome to leave a copy of their prospectus or other relevant course literature in the school libraries, which are managed by the school librarians. The libraries are available to all students at break and lunch times.</p>		
6 Policy Review			
	6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.		